CONNECTICUT STATE DEPARTMENT OF EDUCATION

CSDE

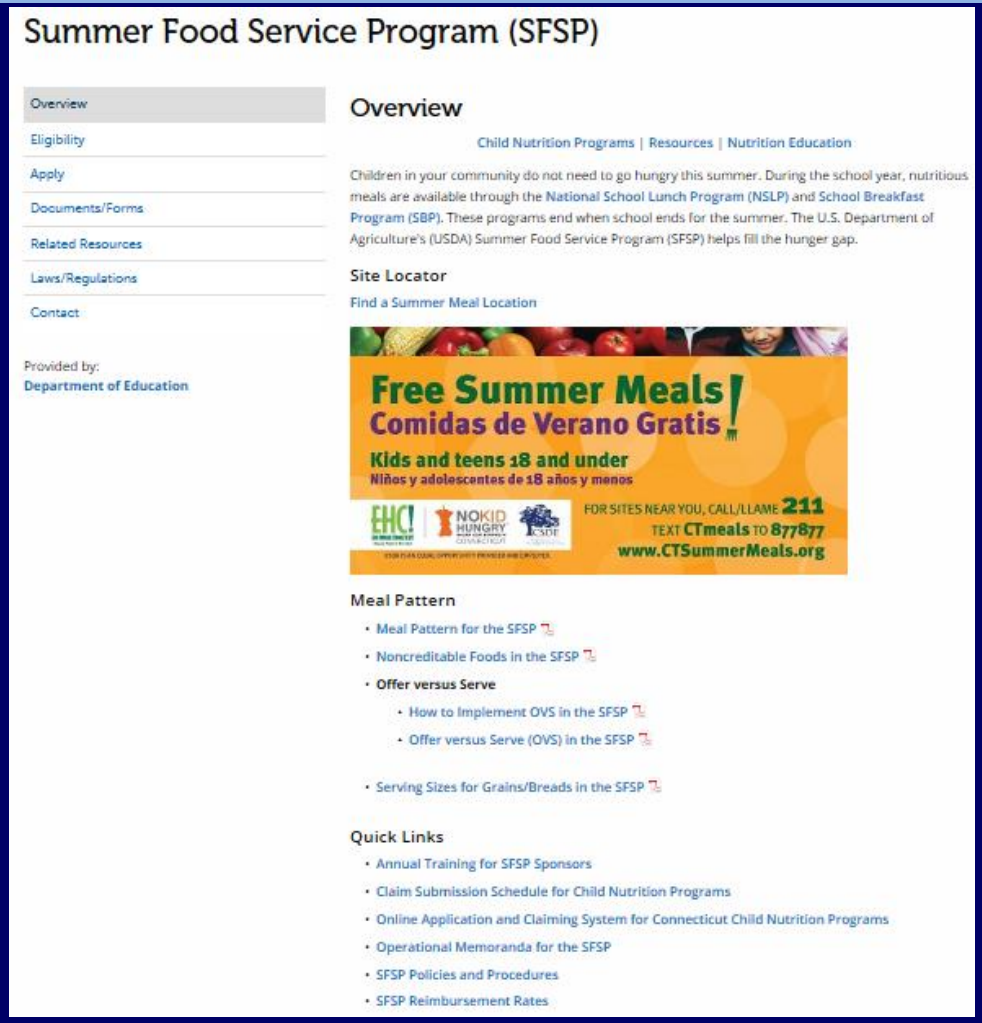
# Summer Meals

## Review of Program Regulations

# Valuable Resources

- CSDE SFSP/SSO webpages
- SFSP Regulations (7 CFR 225)
- USDA SFSP webpage
- U.S. Department of Agriculture (USDA) SFSP Handbooks

# CSDE SFSP Webpage



Summer Food Service Program (SFSP)

Overview
Eligibility
Apply
Documents/Forms
Related Resources
Laws/Regulations
Contact

Provided by:
Department of Education

## Overview

Child Nutrition Programs | Resources | Nutrition Education

Children in your community do not need to go hungry this summer. During the school year, nutritious meals are available through the National School Lunch Program (NSLP) and School Breakfast Program (SBP). These programs end when school ends for the summer. The U.S. Department of Agriculture's (USDA) Summer Food Service Program (SFSP) helps fill the hunger gap.

### Site Locator

Find a Summer Meal Location

Free Summer Meals!
Comidas de Verano Gratis
Kids and teens 18 and under
Niños y adolescentes de 18 años y menos
FOR SITES NEAR YOU, CALL/LLAME 211
TEXT CTmeals TO 877877
www.CTSummerMeals.org

### Meal Pattern

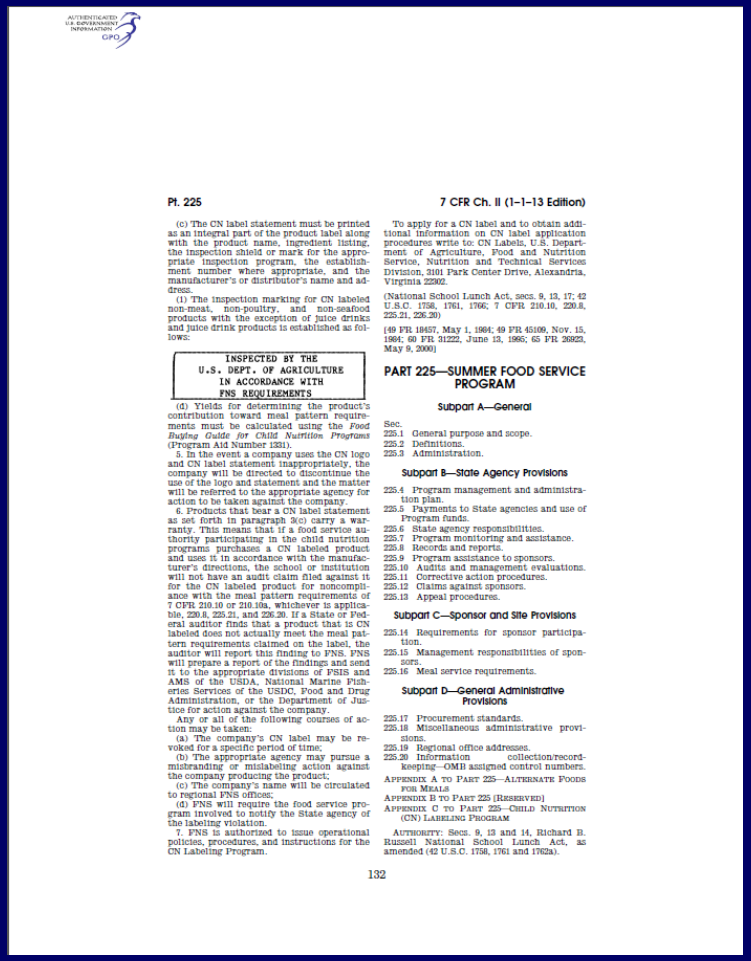
- Meal Pattern for the SFSP
- Noncreditable Foods in the SFSP
- Offer versus Serve
  - How to Implement OVS in the SFSP
  - Offer versus Serve (OVS) in the SFSP
- Serving Sizes for Grains/Breads in the SFSP

### Quick Links

- Annual Training for SFSP Sponsors
- Claim Submission Schedule for Child Nutrition Programs
- Online Application and Claiming System for Connecticut Child Nutrition Programs
- Operational Memoranda for the SFSP
- SFSP Policies and Procedures
- SFSP Reimbursement Rates

**https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program**

# USDA SFSP Regulations (7 CFR 225)



Pt. 225 7 CFR Ch. II (1–1–13 Edition)

(c) The CN label statement must be printed as an integral part of the product label along with the product name, ingredient listing, the inspection shield or mark for the appropriate inspection program, the establishment number where appropriate, and the manufacturer's or distributor's name and address.

(1) The inspection marking for CN labeled non-meat, non-poultry, and non-seafood products with the exception of juice drinks and juice drink products is established as follows:

INSPECTED BY THE
U.S. DEPT. OF AGRICULTURE
IN ACCORDANCE WITH
FNS REQUIREMENTS

(d) Yields for determining the product's contribution toward meal pattern requirements must be calculated using the *Food Buying Guide for Child Nutrition Programs* (Program Aid Number 1331).

5. In the event a company uses the CN logo and CN label statement inappropriately, the company will be directed to discontinue the use of the logo and statement and the matter will be referred to the appropriate agency for action to be taken against the company.

6. Products that bear a CN label statement as set forth in paragraph 3(c) carry a warranty. This means that if a food service authority participating in the child nutrition programs purchases a CN labeled product and uses it in accordance with the manufacturer's directions, the school or institution will not have an audit claim filed against it for the CN labeled product for noncompliance with the meal pattern requirements of 7 CFR 210.10 or 210.10a, whichever is applicable, 220.8, 225.21, and 226.20. If a State or Federal auditor finds that a product that is CN labeled does not actually meet the meal pattern requirements claimed on the label, the auditor will report this finding to FNS. FNS will prepare a report of the findings and send it to the appropriate divisions of FSIS and AMS of the USDA, National Marine Fisheries Services of the USDC, Food and Drug Administration, or the Department of Justice for action against the company.

Any or all of the following courses of action may be taken:

(a) The company's CN label may be revoked for a specific period of time;

(b) The appropriate agency may pursue a mislranding or mislabeling action against the company producing the product;

(c) The company's name will be circulated to regional FNS offices;

(d) FNS will require the food service program involved to notify the State agency of the labeling violation.

7. FNS is authorized to issue operational policies, procedures, and instructions for the CN Labeling Program.

To apply for a CN label and to obtain additional information on CN label application procedures write to: CN Labels, U.S. Department of Agriculture, Food and Nutrition Service, Nutrition and Technical Services Division, 3101 Park Center Drive, Alexandria, Virginia 22302.

(National School Lunch Act, secs. 9, 13, 17; 42 U.S.C. 1758, 1761, 1766; 7 CFR 210.10, 220.8, 225.21, 226.20)

[49 FR 10457, May 1, 1984; 49 FR 45109, Nov. 15, 1984; 60 FR 31222, June 13, 1995; 65 FR 26923, May 9, 2000]

## PART 225—SUMMER FOOD SERVICE PROGRAM

### Subpart A—General


Sec.
225.1 General purpose and scope.
225.2 Definitions.
225.3 Administration.


### Subpart B—State Agency Provisions


225.4 Program management and administration plan.
225.5 Payments to State agencies and use of Program funds.
225.6 State agency responsibilities.
225.7 Program monitoring and assistance.
225.8 Records and reports.
225.9 Program assistance to sponsors.
225.10 Audits and management evaluations.
225.11 Corrective action procedures.
225.12 Claims against sponsors.
225.13 Appeal procedures.


### Subpart C—Sponsor and Site Provisions


225.14 Requirements for sponsor participation.
225.15 Management responsibilities of sponsors.
225.16 Meal service requirements.


### Subpart D—General Administrative Provisions


225.17 Procurement standards.
225.18 Miscellaneous administrative provisions.
225.19 Regional office addresses.
225.20 Information collection/record-keeping—OMB assigned control numbers.
APPENDIX A TO PART 225—ALTERNATE FOODS FOR MEALS
APPENDIX B TO PART 225 [RESERVED]
APPENDIX C TO PART 225—CHILD NUTRITION (CN) LABELING PROGRAM


AUTHORITY: Secs. 9, 13 and 14, Richard B. Russell National School Lunch Act, as amended (42 U.S.C. 1758, 1761 and 1762a).

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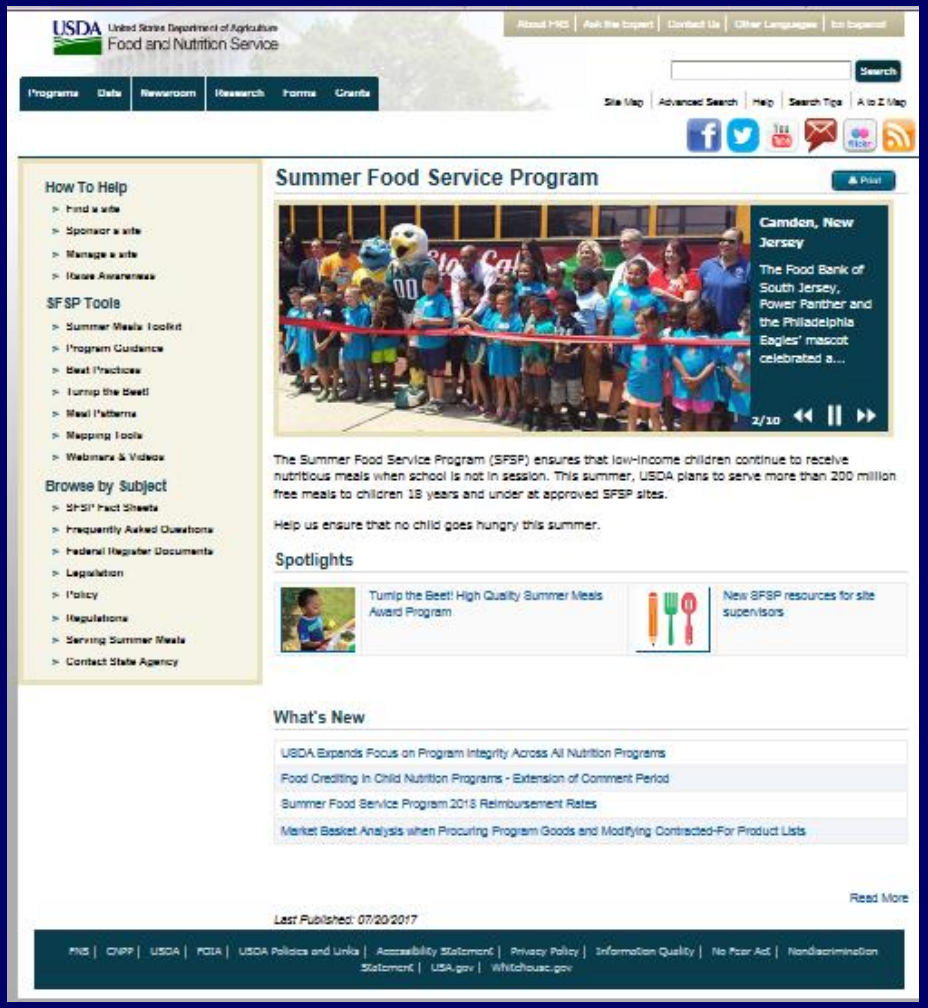
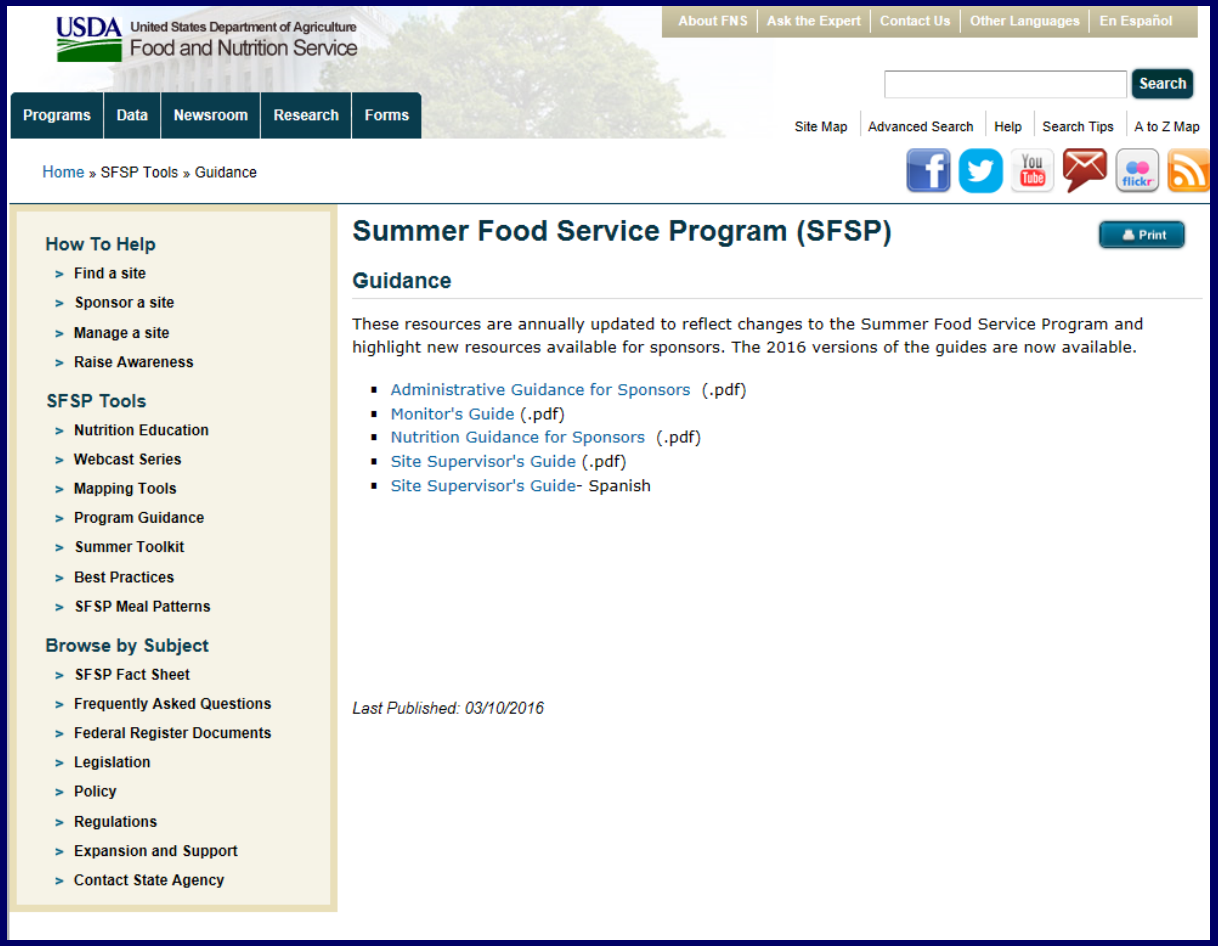
**https://www.fns.usda.gov/sfsp/regulations**

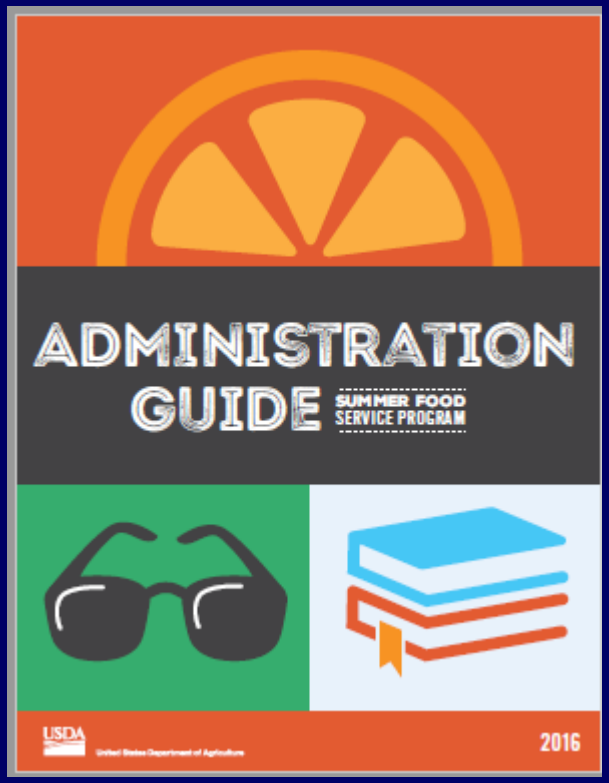
# USDA SFSP Webpage




**https://www.fns.usda.gov/sfsp/summer-food-service-program**

# USDA SFSP Handbooks




**https://www.fns.usda.gov/sfsp/handbooks**

# Today's Topics

- General Program Requirements
- USDA Foods (Commodities)
- Meal Site Eligibility
- Meal Site Types
- Common Site Locations
- Staff Training Requirements
- Civil Rights Requirements
- Monitoring Requirements
- Meal Count Requirements
- Meal Pattern Requirements
- Notification of Site Changes
- Outreach Requirements
- Simplified Summer Requirements
- Federal Policy Guidance
- 2019 SFSP Reimbursement Rates
- Excess Program Funds
- Record Retention
- Reimbursement Claim Details
- Food Safety Reminders
- Food Service Management Companies
- Administrative Review
- Online Application
- Summer Meals Priorities

# General Program Requirements

**USDA defines "children" as**

- **persons 18 years of age and under**

**and**

- **persons 19 years of age or older who are determined by a state educational agency or a local public educational agency of a state to be mentally or physically handicapped and who participate in a public or nonprofit private school program established for the mentally or physically handicapped**

# General Program Requirements: SSO

- Only school districts participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) are eligible to apply
- Once approved by CSDE, school districts serve meals free of charge to children from low-income areas

# USDA Foods (Commodities)

**SFSP sponsors eligible to receive USDA Foods (donated commodities) include**

- **sponsors that prepare meals on-site or at a central kitchen**
- **sponsors that purchase meals from a school food authority (SFA) that participates in the National School Lunch Program (NSLP)**
- **SFA sponsors that procure their SFSP meals from the same food service management company that competitively provided their most recent NSLP and/or SBP meals**

# Meal Site Eligibility

## AREA ELIGIBILITY

**An area in which 50 percent or more of the children residing in the area are eligible for free or reduced-price school meals**

# Meal Site Eligibility

**AREA ELIGIBILITY can be conferred by**

- **School Data**
  - Area Eligible List (and Site Eligible List) distributed by CSDE each winter
- **Census Data**
  - Census Block Groups (CBGs)
  - Census Tracts
- **Documentation from other approved sources**, i.e., welfare or education agencies, zoning commissions, housing authorities

# Meal Site Eligibility

## CENSUS DATA

- **Must use most recent Census Data**
  - Annual projections released each October
- **Can use two Geographical Units**
  - **Census Block Groups (CBGs)**
    Can be combined to calculate a weighted average if each of the CBGs averaged have a minimum 40% free/reduced eligible population of children
  - **Census Tracts**
    Cannot be combined

# Meal Site Eligibility

## CENSUS DATA

## Online resources

- **USDA Food and Nutrition Service (FNS)**
  - Area Eligibility Map

    https://www.fns.usda.gov/areaeligibility
  - Capacity Builder Map

    https://www.fns.usda.gov/capacitybuilder

- **Food Research and Action Center**
  - Summer Food Mapper

    http://216.55.168.186/FairData/SummerFood/map.asp?command=scope&map=0

# Meal Site Eligibility

## ELIGIBILITY DURATION

- Duration of determination for Open meal site eligibility based on school data or census data is five years
  - CSDE encourages sponsors to assess and reset the five year duration of determination each year, if possible, to prevent potential loss of site eligibility
- Duration of determination for meal site eligibility based on other sources (i.e., income eligibility applications, migrant organizations) must be updated annually

# Meal Site Types

- **Most common**
  - open site
  - restricted open site
  - closed enrolled site
  - camp (residential or nonresidential)
- **Less common in Connecticut**
  - migrant site
  - tribal site
  - National Youth Sports Program site
  - Upward Bound site

# Meal Site Types: OPEN SITE

**OPEN SITE**

**Located in a needy area where 50 percent or more of children residing in the area are eligible for free or reduced-price school meals and meals are made available to all children in the area on a first-come, first-served basis**

# Meal Site Types: OPEN SITE

- Sponsors must take necessary steps to allow meal service access to all children requesting a meal at the site
- Information regarding meal service must be publicized in the community served
- Area eligibility is established using
  - school or census data
  - documentation from other approved sources (see slides 12, 15)

# Meal Site Types: RESTRICTED OPEN SITE

## RESTRICTED OPEN SITE

On occasion, a sponsor that would normally operate an open site (initially open to broad community participation) must restrict or limit the feeding site's attendance for reasons of space, security, safety or control

# Meal Site Types: RESTRICTED OPEN SITE

- Sponsors must publicize that the site is open on a first-come, first-served basis to all children in the community, but meal service will be limited (based on space, security, safety or control)
- Area eligibility is established using
  - school or census data
  - documentation from other approved sources (see slides 12, 15)

# Meal Site Types: CLOSED ENROLLED SITE

- At least 50% of children enrolled at the site are approved for free or reduced-price school meals
  - Free/reduced school lunch eligibility status as obtained from their school
  - Income Eligibility Application completed by the child's family

# Meal Site Types: CLOSED ENROLLED SITE

- Open only to enrolled children or to an identified group of children, as opposed to the community at large

# Meal Site Types: CLOSED ENROLLED SITE

- **Usually established where**
  - an identified group of needy children live in a "pocket of poverty”
  - identified low-income children are transported to a congregate meal site located in an area with less than 50 percent eligible children
  - a program provides recreational, cultural, religious, or other types of organized activities for a specific group of children

# Meal Site Types: CAMP

- Residential or nonresidential day camps that offer regularly scheduled food service as part of an organized program for enrolled children
- In residential camps, participants spend the duration of the organized program in a 24-hour supervised care setting and receive regularly scheduled food service as part of the program

# Meal Site Types: CAMP

- Nonresidential camp sites must offer a continuous schedule of organized cultural or recreational programs for enrolled children between meal services
- Not required to establish area eligibility but must collect and maintain individual income eligibility forms or individual eligibility status as determined by their school

# Meal Site Types: CAMP

- Reimbursed only for enrolled children who meet the free and reduced-price eligibility standards
- May charge ineligible children for meals, ensuring overt identification is not made
- Must be licensed by Connecticut Office of Early Childhood

https://www.ct.gov/oec/site/default.asp

# Academic Summer School and Eligibility

- School sites that provide meals only to enrolled academic summer school students are not eligible to participate in SFSP or SSO, they must be claimed and reimbursed under the SBP and NSLP
- If a school site opens its feeding program to the community, all meals can be served free under the SFSP or SSO for sites in eligible areas

# Meals and Claiming

- Can claim breakfast, AM snack, lunch, PM snack, Supper
- All sites except camps, can claim up to two meals per day (snacks are considered a meal)
- Camps can claim up to three meals per day (snacks are considered a meal)
- Open, restricted open and closed enrolled sites cannot claim lunch and supper meals for the same children on the same day

# A La Carte Sales

- Can be served but strongly discouraged
- Eliminating a la carte maximizes participation in balanced, reimbursable meals
- Recordkeeping is much cleaner

# Beverage Requirements

- Section 10-221q of Connecticut General Statutes (sale of beverages)

  https://www.cga.ct.gov/2017/pub/chap_170.htm

- Applies to SFSP and SSO sponsors operated by the board of education (public schools), if any beverages are sold

# Allowable Beverage Categories

1. **Milk, flavored and unflavored**
   - No artificial sweeteners
   - ≤ 4 grams of sugar per ounce
2. **Nondairy milk**, e.g., soy or rice milk
   - May be flavored but no artificial sweeteners
   - ≤ 4 grams of sugar per ounce
   - ≤ 35 percent of calories from fat
   - ≤ 10 percent of calories from saturated fat per portion

# Allowable Beverage Categories

3. 100% fruit or vegetable juice
   - No added sugars, sweeteners or artificial sweeteners
4. Water and juice beverages
   - No added sugars, sweeteners or artificial sweeteners
5. Water
   - No added sugars, sweeteners or artificial sweeteners
   - No caffeine

# Beverage Requirements

Applies to all sources of beverages offered for sale to students at all times on school premises, including

- cafeterias
- vending machines
- school stores
- fundraisers, regardless of whether they are sponsored by the school or an outside group
- any other sources of beverage sales to students

# Healthy Food Certification (HFC): SSO

- HFC applies to SSO if
  - the summer program is operated by the school district
  - the district certifies for the healthy food option
  - foods are sold a la carte (separately from the meal)
- All food items SOLD to students in summer school programs must meet the Connecticut Nutrition Standards

# Potable Water: SSO

- Healthy, Hunger-Free Kids Act of 2010 establishes a requirement for making water available to children in the NSLP
- The potable water requirement applies only to SSO sites at schools during lunch
- Best practice is to make potable water available at all meal/snack services

# Common Site Locations

- Parks
- Schools
- Churches
- Libraries *
- WIC Offices *
- Playgrounds
- Food Pantries *
- Farmers' Markets *
- Swimming Pools
- Summer Programs
- Housing Complexes *
- Community/Recreation Centers
- Any place where children congregate

* USDA priority partnerships

# Staff Training Requirements

- Administrative and site staff must be trained (including Civil Rights) prior to beginning their SFSP duties

  - Sample training forms

https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Apply
(Training Certification and Civil Rights)

  - Civil Rights PowerPoint

https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Apply
(Civil Rights: Your Responsibilities in the School Nutrition Programs)

# Staff Training Requirements

- Training must be documented
- If any staff miss the scheduled training, make-up training must be provided and documented prior to staff beginning their SFSP duties

# Staff Training Requirements: SFSP

## ADMINISTRATIVE STAFF

- General explanation of program
  - Program duties and responsibilities of staff
  - Purpose of the program
  - Site eligibility
  - Recordkeeping requirements
  - Meal Pattern requirements
  - Civil Rights requirements

# Staff Training Requirements: SFSP

## ADMINISTRATIVE STAFF

- How the program will operate
  - How meals will be provided
  - Delivery schedule (if applicable)
- Duties of monitors
  - Ensure that site supervisor is operating site in compliance with sponsor training

# Staff Training Requirements: SFSP

## ADDITIONAL topics for SITE STAFF

### Responsibilities of site supervisor

- Receive and account for delivered meals
- Serve meals
- Ensure safe and sanitary conditions at site
- Ensure that children eat all meals onsite
- Take accurate point of service meal counts
- Clean up after meals
- Plan for inclement weather

# Civil Rights Requirements

- Serve meals to all attending children regardless of race, color, national origin, sex, age or disability
- Allow all children equal access to services and facilities at your site regardless of race, color, national origin, sex, age or disability
- Display poster in a prominent place at each meal site and in the administrative office
- Make program materials available to the public upon request, accommodating language needs

# Civil Rights Requirements

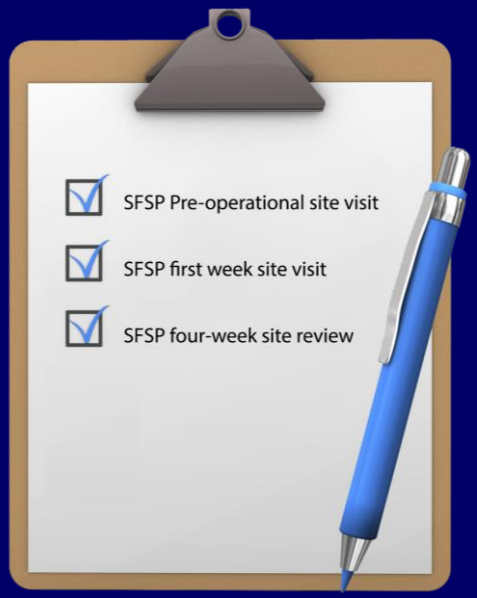
- Annual civil rights training required for administrative and frontline staff

https://portal.ct.gov/SDE/Nutrition/Civil-Rights-for-Child-Nutrition-Programs

- Instructing staff to post *"And Justice for All"* poster is not sufficient
  - Must train on content
- New poster available
  - Display prominently in all administrative and meal service locations

www.fns.usda.gov/cr/and-justice-all-posters

# Monitoring Requirements



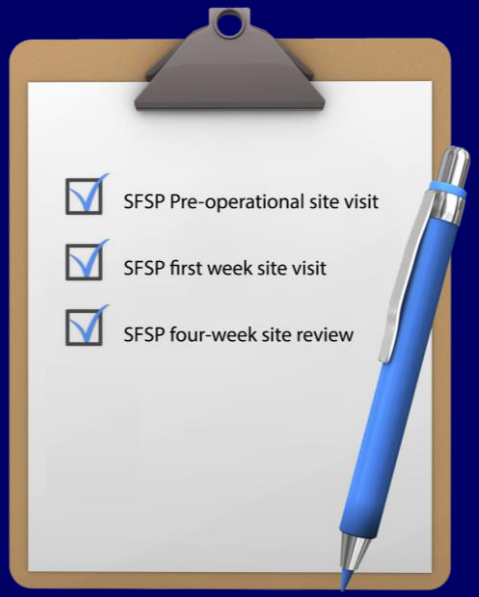

Monitoring ensures that

- Sites operate according to federal requirements
- Accurate records are available
- Children in the community are getting nutritious meals

# Monitoring Requirements: SFSP

## PRE-OPERATIONAL SITE VISIT

- Determines that a site has the necessary facilities and capability to conduct the proposed meal service for the projected number of participants
- Sample forms available

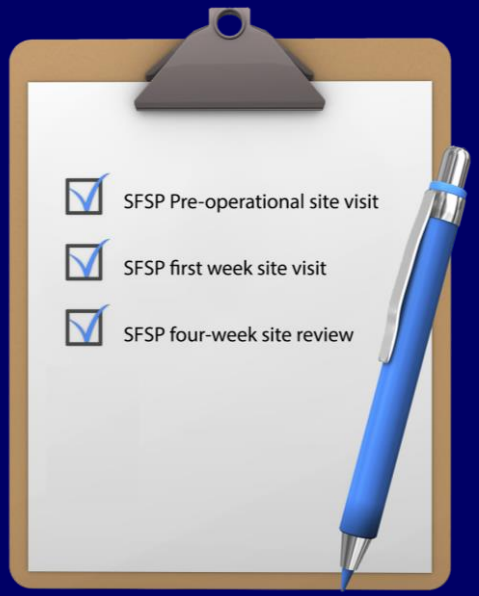



https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Apply (Visit Certification)

# Monitoring Requirements: SFSP

## FIRST WEEK SITE VISIT

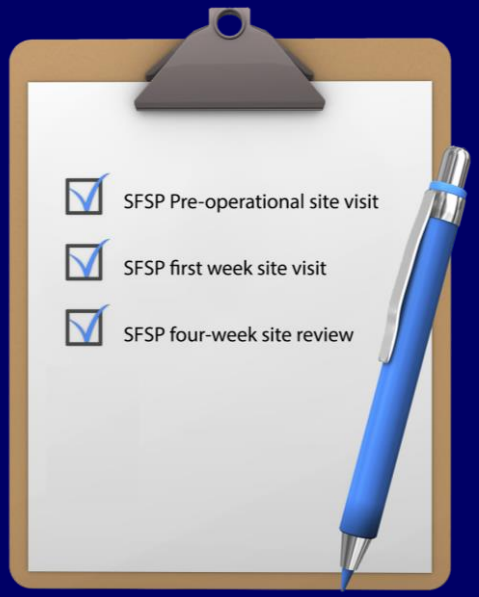
- Determines whether the food service operation is running smoothly or has problems that need correcting
- Sample forms available




https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Apply
(Visit Certification)

# Monitoring Requirements: SFSP

## FOUR-WEEK SITE REVIEW




- Determines if site is meeting all program requirements
- Conducted within the first four weeks (not necessarily the fourth week) of SFSP operation regardless of length of program
- Sample forms available

**https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Apply (Visit Certification)**

# Monitoring Requirements: SSO

- SFAs must review their SSO sites at least once during the site's operation
- Updated sample monitoring forms available this year

https://portal.ct.gov/SDE/Nutrition/Seamless-Summer-Option-SSO-of-the-NSLP/Documents

# Monitoring Requirements: SSO

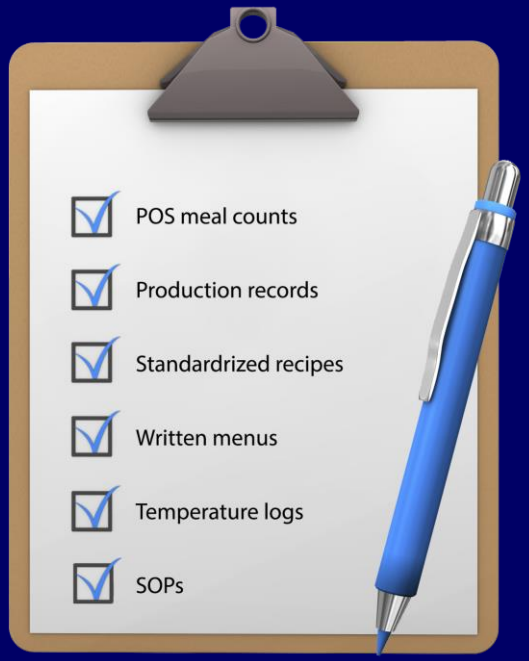
## WHILE AT THE SITE MUST REVIEW

- Meal counting and claiming procedures
- Meal pattern compliance
- Records

# Monitoring Requirements: SSO

## MUST MAINTAIN RECORDS

- POS meal counts
- Production records
- Standardized recipes
- Written menus
- Food safety
  - Temperature logs
  - Standard operating procedures (SOPs)



# Meal Count Requirements

- Count and record the number of meals as they are given out
  - Cannot obtain meal count by subtracting meals leftover from beginning balance of meals on hand, counting trays before/after service

- Serve only one meal to each child during the meal service
- Serve second meals (SFSP) only after all children present have been offered a first meal

# Meal Count Requirements

- Count second meals separately if sponsor allows seconds
  - Seconds must be served as a complete unit

- Record meal counts daily at end of each meal
- Meals counts must be submitted by site to sponsor at least weekly

# Meal Count Requirements

## CAMPS

- Must record meal counts by individual camper for each meal
- Camp sponsors only receive reimbursement for meals served to eligible campers based on income eligibility applications or certification of eligibility from SFAs
- As meal counts are completed weekly, sponsor determination should be made for eligible and ineligible campers

# Meal Pattern Requirements

- Success of Summer Meals Programs depends on nutritious meals that meet meal pattern requirements and are appetizing to children
  - Careful menu planning required to meet this goal

# Meal Pattern Requirements

- Assure well-balanced meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs
- Establish minimum portions of the various meal components that sponsor must serve to each child to receive reimbursement for each meal

# Meal Pattern Requirements: SFSP

- All menus submitted by sponsors will be reviewed for compliance by CSDE
- One meal pattern for breakfast
- One meal pattern for both lunch and supper
- SFAs must use online application to notify CSDE of their intent to implement offer versus serve (OVS)

# Meal Pattern Requirements: SFSP

- SFAs may choose to follow either SFSP or NSLP/SBP meal pattern
  - If elect to implement OVS, must correspond to the OVS requirements of the same meal pattern

# Meal Pattern Requirements: SFSP

In certain cases, CSDE may approve SFSP sponsors to serve meals that meet the meal pattern requirements of other Child Nutrition Programs

- Infant meals
  - CACFP meal pattern
- Meals for children ages 1 to 6
  - CACFP meal pattern
  - Smaller portion sizes
- Meals for children ages 12 to 18
  - CACFP meal pattern
  - Adult portion sizes

| Summer Food Service Program (SFSP) Meal Pattern [1] | | | |
|---|---|---|---|
| **Food Component** | **Breakfast** | **Lunch or Supper** | **Snack [2] Serve any two of the four components (must be two different components)** |
| **Milk, fluid** [3] Flavored or unflavored whole milk, low-fat milk, nonfat (skim) milk, and buttermilk *Low-fat (1%) or fat-free milk is recommended* | 1 cup (8 fluid ounces) | 1 cup (8 fluid ounces) | 1 cup (8 fluid ounces) |
| **Vegetables and Fruits** Vegetables and/or fruits or | ½ cup | ¾ cup total [4,5] | ¾ cup |
| Full-strength (100%) juice (fruit, vegetable or combination) [4] | ½ cup (4 fluid ounces) | | ¾ cup (6 fluid ounces) |
| **Grains and Breads** [6,7] Bread or | 1 slice | 1 slice | 1 slice |
| Cornbread, biscuits, rolls, muffins, etc. | 1 serving | 1 serving | 1 serving |
| Cold dry cereal [8] | ¾ cup or 1 ounce | ¾ cup or 1 ounce | ¾ cup or 1 ounce |
| Cooked cereal | ½ cup | ½ cup | ½ cup |
| Cooked pasta or noodle products | ½ cup | ½ cup | ½ cup |
| Cooked cereal grains | ½ cup | ½ cup | ½ cup |
| **Meat and Meat Alternates** Lean meat or poultry or fish [9] | **Optional** | 2 ounces | 1 ounce |
| Alternate protein products [10] | | 2 ounces | 1 ounce |
| Cheese | | 2 ounces | 1 ounce |
| Cottage cheese | | ½ cup | ¼ cup |
| Eggs | | 1 large egg | ½ large egg |
| Cooked dry beans or peas | | ½ cup | ¼ cup |
| Peanut butter or soynut butter or other nut or seed butters | | 4 tablespoons | 2 tablespoons |
| Peanuts or soynuts or tree nuts or seeds [11] | | 1 ounce = 50 percent | 1 ounce |
| Yogurt [12], plain or flavored, unsweetened or sweetened | | 8 ounces or 1 cup | 4 ounces or ½ cup |

◀ See page 2 for important menu planning notes ▶



https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealPattern/SFSPMealPattern.pdf

# Vegetables and Fruits: SFSP

- Full-strength vegetable or fruit juice cannot count for more than HALF of fruit/vegetable requirement
- Fruit and vegetables are measured in VOLUME (cups), not weight
- Two DIFFERENT fruits and/or vegetables must be served each day at lunch or supper to equal at least ¾ cup

# Vegetables and Fruits: SFSP

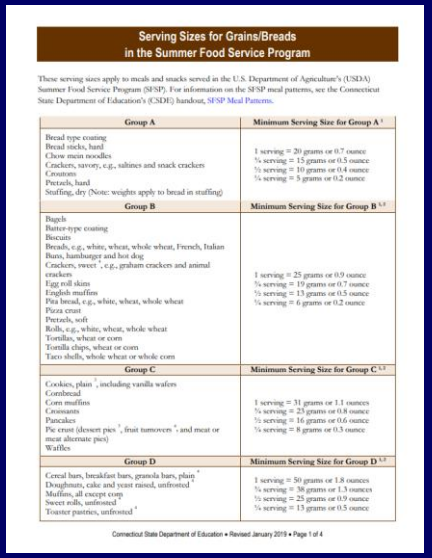
## BEST PRACTICE

- Offer a variety of fruits and vegetables with summer meals
- Incorporate school vegetable subgroup categories
  - Red/orange, dark green, starchy, legumes and other
- Use Connecticut Grown fruits and vegetables which are plentiful when school is out
  - Be thinking Farm to Summer

# Grains and Breads

- Use *Serving Sizes for Grains in the Summer Food Service Program* to determine proper serving size

https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealPattern/GrainsBreadsSFSP.pdf



**Serving Sizes for Grains/Breads in the Summer Food Service Program**

These serving sizes apply to meals and snacks served in the U.S. Department of Agriculture's (USDA) Summer Food Service Program (SFSP). For information on the SFSP meal patterns, see the Connecticut State Department of Education's (CSDE) handout, SFSP Meal Patterns.

| Group A | Minimum Serving Size for Group A [1] |
|---|---|
| Bread type coating<br>Bread sticks, hard<br>Chow mein noodles<br>Crackers, savory, e.g., saltines and snack crackers<br>Croutons<br>Pretzels, hard<br>Stuffing, dry (Note: weights apply to bread in stuffing) | 1 serving = 20 grams or 0.7 ounce<br>¾ serving = 15 grams or 0.5 ounce<br>½ serving = 10 grams or 0.4 ounce<br>¼ serving = 5 grams or 0.2 ounce |
| **Group B** | **Minimum Serving Size for Group B [2, 3]** |
| Bagels<br>Batter-type coating<br>Biscuits<br>Breads, e.g., white, wheat, whole wheat, French, Italian<br>Buns, hamburger and hot dog<br>Crackers, sweet [4], e.g., graham crackers and animal crackers<br>Egg roll skins<br>English muffins<br>Pita bread, e.g., white, wheat, whole wheat<br>Pizza crust<br>Pretzels, soft<br>Rolls, e.g., white, wheat, whole wheat<br>Tortillas, wheat or corn<br>Tortilla chips, wheat or corn<br>Taco shells, whole wheat or whole corn | 1 serving = 25 grams or 0.9 ounce<br>¾ serving = 19 grams or 0.7 ounce<br>½ serving = 13 grams or 0.5 ounce<br>¼ serving = 6 grams or 0.2 ounce |
| **Group C** | **Minimum Serving Size for Group C [2, 3]** |
| Cookies, plain [5], including vanilla wafers<br>Cornbread<br>Corn muffins<br>Croissants<br>Pancakes<br>Pie crust (dessert pies [5], fruit turnovers [6], and meat or meat alternate pies)<br>Waffles | 1 serving = 31 grams or 1.1 ounces<br>¾ serving = 23 grams or 0.8 ounce<br>½ serving = 16 grams or 0.6 ounce<br>¼ serving = 8 grams or 0.3 ounce |
| **Group D** | **Minimum Serving Size for Group D [2, 3]** |
| Cereal bars, breakfast bars, granola bars, plain [6]<br>Doughnuts, cake and yeast raised, unfrosted [7]<br>Muffins, all except corn<br>Sweet rolls, unfrosted<br>Toaster pastries, unfrosted [7] | 1 serving = 50 grams or 1.8 ounces<br>¾ serving = 38 grams or 1.3 ounces<br>½ serving = 25 grams or 0.9 ounce<br>¼ serving = 13 grams or 0.5 ounce |

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## BEST PRACTICE

- Incorporate whole grain-rich grains into summer meals for consistency with meals served throughout the school year

# SFSP Offer versus Serve (OVS)

- OVS option is available SFA sponsors
- Sponsor must use online application to notify CSDE of their intent to implement OVS
- CSDE and USDA resources available to assist in menu planning and implementation of OVS

https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealPattern/OVSSFSP.pdf

# SFSP OVS

- **Breakfast**
  - Children must take **THREE** of four offered food items
- **Lunch/Supper**
  - SFSP meal pattern is the same for lunch and supper, including OVS requirements
  - Must offer **FIVE** food items from the four food components
  - For a reimbursable meal, children must take **THREE** of the four food components

# Additional Foods: SFSP

- May offer extra foods in addition to the items required for a reimbursable meal
  - Foods that are CREDITABLE as part of a reimbursable meal are an allowed expenditure of SFSP funds
  - Foods that are NOT CREDITABLE must have documentation available to reflect the income source (non-CNP funds) that is supporting their expense

# Meal Pattern Reminders: SSO

- SFAs must follow the NSLP and SBP meal pattern requirements in effect the school year prior to the beginning of SSO
  - For example, a school operating SSO in summer 2019 would follow the meal pattern requirements effective July 1, 2018
  - The requirements effective on July 1, 2019 would not apply to SSO until summer 2020

# Meal Pattern Reminders: SSO

## OPEN AND RESTRICTED OPEN SITES

- SFAs should make every effort to follow the age/grade group requirements
- SFAs that have difficulty implementing the age/grade group requirement may work with CSDE to make accommodations that may include the use of a single age/grade group meeting the minimum meal pattern requirements for the most common age/grade group attending the site

# Meal Pattern Reminders: SSO

## OPEN AND RESTRICTED OPEN SITES

- Includes both school and non-school sites
- All accommodations must possess a reasonable justification for the need to deviate from age/grade group requirement
- The justification will be added as addendum to the agreement between the SFA and CSDE

# Meal Pattern Reminders: SSO

## OPEN AND RESTRICTED OPEN SITES

- These accommodations apply only to open and restricted open sites where meals are served to all children in the community on a first-come first-served basis

# Meal Pattern Reminders: SSO

## CLOSED ENROLLED OR CAMP SITES

- Must serve multiple age/grade groups and cannot offer meals under a single age/grade group

# Meal Pattern Reminders: SSO

## CLOSED ENROLLED OR CAMP SITES

- Some flexibility
  - Sites can meet breakfast requirements for grades K-12 by offering the same food quantities that fit all grade groups
  - At lunch, can combine meal requirements for grades K-8 into a single menu
  - Grades K-8 and 9-12 may use the same basic menu by adding slightly more grains and meat/meat alternates for older children

# Off-site Consumption: SFSP & SSO

- Children may take a fruit, vegetable or grain item off site for later consumption
- Sponsors must use online application to notify CSDE of their intent to implement this practice
- Can be done only if
  - complies with state and local health and sanitation code
  - sponsor has sufficient supervisory capacity
  - item is from the child's own meal or a share table

# Notification of Site Changes

**Sponsors must notify CSDE regarding any site changes and receive CSDE approval prior to changes being implemented**

- Location
- Meal times
- Menu changes
- Opening dates
- Closing dates
- Enrollment figures
- Holidays and other days that will require closing

# Notification of Site Changes

## FIELD TRIPS: SFSP

- Field Trips are entered and approved in the online application system; they must be approved prior to the day of the Field Trip
- Please provide regular training to your site staff to ensure that they notify you in a timely manner about field trips

# Outreach Requirements

- All SFSP sponsors must advertise the availability of Summer Meals in their community
- SFAs participating in NSLP must conduct Summer Meals outreach

# Outreach Opportunities

- Traditional and social media releases
- Webpage
- Town/organization/school newsletters
- Fliers/mailings
- Community posting boards
- Automated telephone calls
- SFAs: June NSLP menu
- SFAs: Summer-themed NSLP lunch prior to end of school year

# Resources to Support Outreach

- Summer Meals Locator
- 211
- Texting
- USDA Summer Meals Outreach Materials
- Connecticut Specific Summer Meals Outreach Materials
- Sample Press Releases

https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Apply
https://portal.ct.gov/SDE/Nutrition/Seamless-Summer-Option-SSO-of-the-NSLP/Documents

# Simplified Summer Requirements

- SFAs transitioning from Seamless Summer Option (SSO) of NSLP to SFSP as experienced sponsors
- SFAs participating in NSLP not required to obtain an additional health and safety inspection

# Federal Policy Guidance

## Topic-specific Guidance

- **Assessing Costs in the Summer Food Service Program**

  https://www.fns.usda.gov/sfsp/assessing-costs-summer-food-service-program

- **Site Caps in the Summer Food Service Program**

  https://www.fns.usda.gov/site-caps-summer-food-service-program-revised

- **Rural Designation in the Summer Food Service Program**

  https://www.fns.usda.gov/rural-designations-summer-food-service-program

- **Super-Circular 200**

  https://www.fns.usda.gov/questions-and-answers-transition-and-implementation-2-cfr-part-200

  https://www.fns.usda.gov/procurement-standards-and-resource-management-requirements-related-franchise-agreements

# Federal Policy Guidance

## Topic-specific Guidance, continued

- **Procurement Standards**

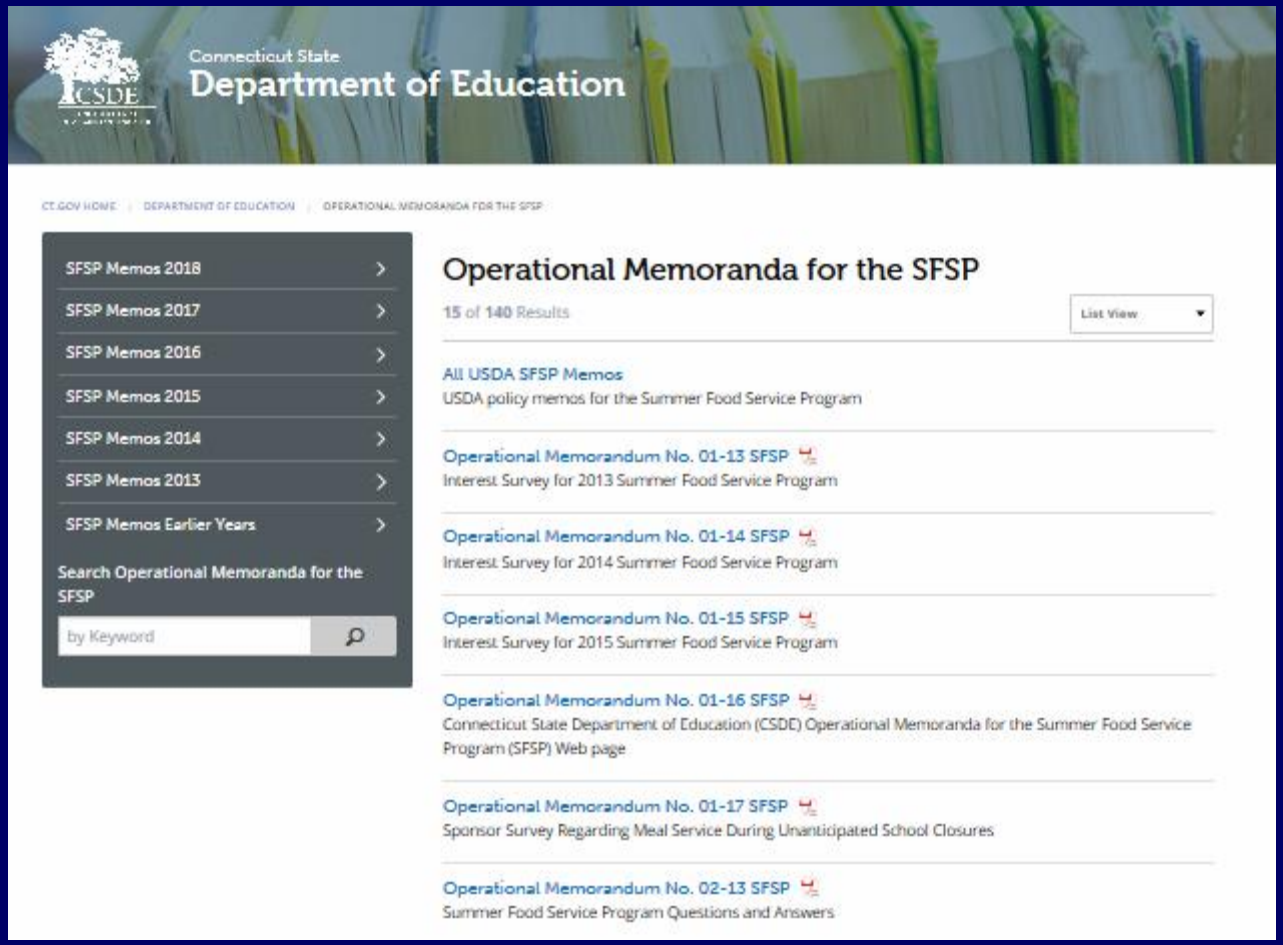
  https://www.fns.usda.gov/procurement-standards-and-resource-management-requirements-related-franchise-agreements

- **Local Foods in the Summer Meal Programs**

  https://www.fns.usda.gov/local-foods-and-related-activities-summer-meal-programs-questions-and-answers

# SFSP Operational Memos

Access USDA policy guidance and CSDE operational memoranda




https://portal.ct.gov/SDE/Lists/Operational-Memoranda-for-the-SFSP

# 2019 SFSP Reimbursement Rates

| Type of Meal | Self-preparation or Rural Sites | Other Types of Sites (Vended) |
|---|---|---|
| Breakfast | $2.2975 | $2.2550 |
| Lunch/Supper | $4.0325 | $3.9675 |
| Snack | $0.9525 | $0.9325 |

http://portal.ct.gov/-/media/SDE/Nutrition/SFSP/ReimbursementSFSP.pdf

# Unused Reimbursement Funds: SFSP

- May be retained in the nonprofit food service account and used for start-up or other allowable costs the following year
- USDA recommends using these funds to improve meal service or other aspects of the SFSP
- Cannot be used to fund activities or parent meals
- May be used to support other Child Nutrition Programs

# Records Retention: SFSP

- Records should be retained for the current year and the three preceding years
- SFSP Application Instructions identify items that sponsors should update and retain in files each year

- Records of all expenses must be retained in sponsor files available for CSDE review/audit

# Records Retention: SFSP

## EXPENSE DOCUMENTATION

### Inventory Records

- Beginning Inventory
- Purchases
- Ending Inventory
- Total Food Expenses = Beginning Inventory
  + Purchases
  - Ending Inventory

# Records Retention: SFSP

## Self-prep sponsors

- Maintain menus
- Keep accurate inventory records
- Daily meal count forms
- Itemized receipts of food purchased

## Vended sponsors

- Daily meal count forms
- Delivery receipts
- Invoices for meals purchased

# Records Retention: SFSP

**Meals NOT REPORTED in reimbursement claim but must maintain records**

- Meals served to ineligible children in camps
- Meals served to program adults
- Meals served to non-program adults
- Meals that are spoiled or damaged
- Meals in excess of the site's approved level of service
- Meals that were not served

# Records Retention: SFSP

## Records needed to support reimbursement claim

- Records of meal counts (first and second meals served to eligible children) taken daily at each site
- Delivery receipts
- Records of claimed operating costs including food, site personnel and utilities
- Records of claimed administrative costs including personnel, transportation and office supplies
- Records of funds accruing to the program

# Reimbursement Claim Details

## Reimbursable Meals

- Meals served to eligible children during the claiming period (includes first and second meals)
- Records must be kept of first and second meals to determine the number of second meals that may be claimed

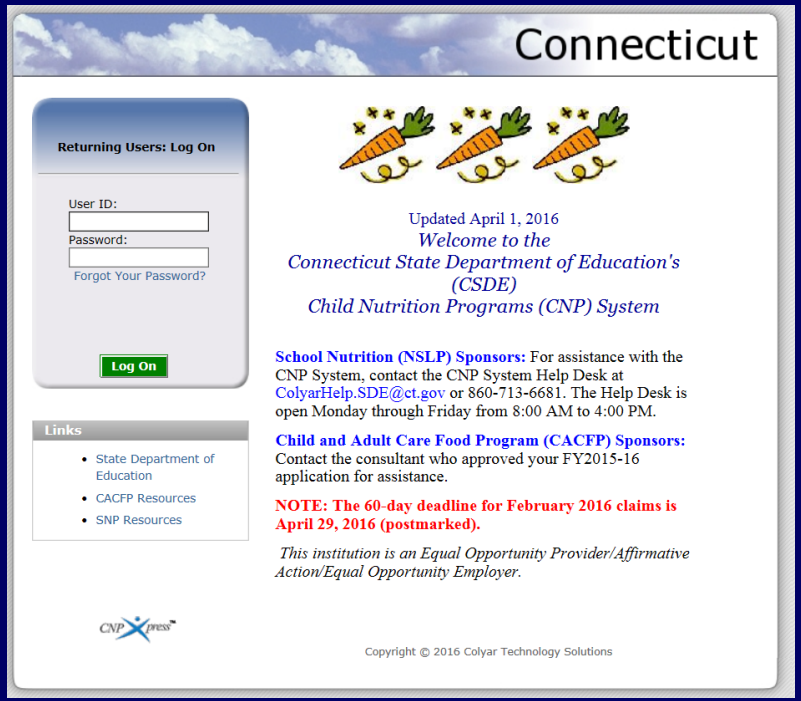
# Reimbursement Claim Details

## NOT Reimbursable Meals

- Meals not served as a complete unit (unless implement OVS)
- Meal patterns or types not approved by the CSDE
- Meals served at sites not approved by the CSDE, or outside approved meal service times
- Meals consumed off site

# Online Claiming

- All meals are claimed by site for both SFSP and SSO
- SSO meals must be claimed under the Seamless section of your Online Claim; do NOT combine these meals with regular NSLP meals




https://ct.cnpus.com/prod/Splash.aspx

# Reimbursement: SSO

- Severe need reimbursement rates do apply to the SSO
- SSO sponsors receive the full commodity allotment for lunches and suppers served

# Food Safety Reminders

- Prepare food in small batches to minimize temperature increase
- Be sure thermometers are in all refrigeration and freezer units
- Refrigerate food items prior to meal preparation (e.g. cans of tuna fish, bread, cans of fruit, condiments)

# Food Safety Reminders

- Keep cold foods COLD (41 degrees)
- Keep hot foods HOT (135 degrees)
- Always have adequate number of icepacks in coolers
- Layer insulated coolers with icepacks
- Be sure thermometers are available in all refrigeration units and used properly

# Contracting with Food Service Management Company

- **Under $250,000** (or lower if local regulations are more stringent)
  - Three quotes
  - Choose lowest responsive/responsible bidder
  - Document all communications with potential bidders

# Contracting with Food Service Management Company

- **Over $250,000**
  - Public announcement ≥ 14 days (CSDE must approve prior to publishing)
  - Public opening (inform CSDE ≥ 14 days from bid opening)
  - IFB contains
    1. Food specs and meal quality standards
    2. Cycle menu
    3. Any increases per amendment MUST have been stated in original IFB and Contract, e.g., based on CPI or stated percentage increase

# Contracting with Food Service Management Company

- **Over $250,000, continued**
  - **COMPLETE**
    1. Recommendation for Bid Award
    2. Sponsor/Vendor Award Conference Checklist
  - **SUBMIT**
    1. Completed documents (Recommendation for Bid Award and Sponsor/Vendor Award Conference Checklist)
    2. Contract with Independent Price Determination
    3. Copy of all bids received
    4. Copies of any applicable bonds
  - **Communication is KEY**

# Contracting with Food Service Management Company

- **Follow proper procurement procedures to promote open competition**
  - ***Super-Circular 200 (2 CFR 200)***

    **https://www.fns.usda.gov/questions-and-answers-transition-and-implementation-2-cfr-part-200**

  - **Procurement Standards and Resource Management Requirements related to Franchise Agreements**

    **https://www.fns.usda.gov/procurement-standards-and-resource-management-requirements-related-franchise-agreements**

  - **Guidance on Competitive Procurement Standards for Program Operators**

    **https://www.fns.usda.gov/guidance-competitive-procurement-standards-program-operators**

# Contracting with Food Service Management Company

- Initial one-year contract
- Optional four additional one-year contracts/ amendments

# Online Application: SFSP

- All sponsors continue to access the online application and claiming system for Child Nutrition Programs (CNPs)
- Some data rolled from last year's application forward to this year. Sponsors should have the ability to edit any information that has changed from one year to the next.

# CT SFSP Application Deadline May 15, 2019

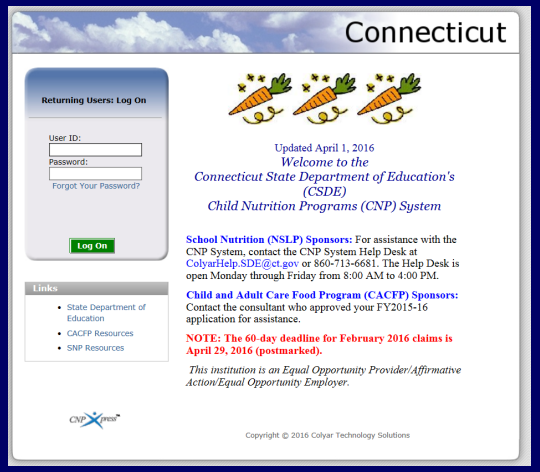
## Small group online application workshops

- May 2, 6
- CSDE in Hartford
- Contact Caroline.Cooke@ct.gov if you are interested in participating
- Please make every effort to review the documents in advance and come with specific questions

# Online Agreement: SSO

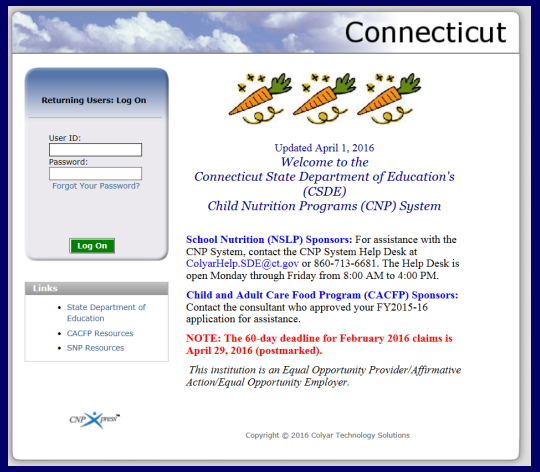
## PROGRAM SITE INFORMATION

- List an accurate site address
- Must update the online system regarding any changes to sites
  - Meal times
  - Opening dates
  - Closing dates
  - Holidays that will require closing
  - Enrollment figures



# Online Agreement: SSO

- CSDE will send instructions for updating online agreement and a schedule of when it can be accessed
- Must notify Caroline Cooke at caroline.cooke@ct.gov (860-807-2144) whenever updating online agreement information
- Must receive state approval before sites open



# *Just One More…*

- Increase number of children fed during the summer
- Increase number of meal sites
- Increase number of operating days
- Expand meal service to include additional meal/snack times
- Consider new partnerships
  - HUD/RD, WIC, Farmers' Markets, Libraries
- Farm to Summer

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**To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:**

**(1) mail: U.S. Department of Agriculture**
**Office of the Assistant Secretary for Civil Rights**
**1400 Independence Avenue, SW**
**Washington, D.C. 20250-9410;**
**(2) fax: (202) 690-7442;**
**(3) email: program.intake@usda.gov.**

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